

# Ohio University eAccount

What is an Authorized User?

- An Authorized User is a person that you give permission to view your eAccount.
- You have the ability to cancel authorized user access at any time by signing into your eAccount and deactivating the authorized user's login ID.
- More than one authorized user can be set up for a student.

Login to your eAccount at [www.ohio.edu/bursar](http://www.ohio.edu/bursar)

## eAccount Electronic Billing & Check Payment Services for Students

\*Login for students  
(Requires University Student Oak ID and password. Need your OAK ID and password? [Click Here](#) )

\*Login for parents/authorized users  
(Requires that the student create an Authorized User login within the eAccount to grant access for parents)

Set up an Authorized User

- Login to your **eAccount**.
- Select **Add New** in the Authorized User section.
- **Enter the information for your Authorized User**
  - **Authorized User** Create a unique Login Name for your authorized user
  - **Email address** A temporary password will be emailed to this address.
  - **Add a note (optional)** You may add a note to the welcome email that will be sent to your authorized user.
  - Choose **"Yes"** to verify authorized person can login
  - Choose **"Yes"** to verify authorized person can receive bill notification by email
- Click **OK**

**Your Authorized User will receive an email with their login information.**